*IT Unit 3*

*Topic 2*

***Referencing Data Sources, p 107-111***

1. ***In collecting data, what must you acknowledge?***You must acknowledge any sources of information used in your work.
2. ***List the four listed accepted referencing styles.***American Psychological Association (APA)  
   Harvard  
   Chicago  
   Institute of Electrical and Electronic Engineers (IEEE)
3. ***What do all referencing styles use?***Each referencing style will enable you, as the author of your work, to acknowledge the author(s) of any intellectual property used within your work.
4. ***Cite all references to a publication within the main body of a document. What is the format generally used?***The format usually follows author-date-page where the author’s last name, the year of the publication and the page number of the quote should be referenced.
5. ***Read the referencing tips on p 111***
6. ***Reference list, using word to save a list of your sources in a document and produce a bibliography.***
7. ***For the SAT you’ll need to choose one style.***

***For a referencing autogenerator:***

<http://www.harvardgenerator.com>